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COMMITTEE ON RECORDS

On 3 March 1955 there was a meeting of the Committee on Records attended by [REDACTED] of the Security Support Division and [REDACTED] of the Personnel Security Division.

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The Committee continued its discussion on the necessity for a uniform namecheck sheet. A revised draft of a form originally submitted by SSD was studied and it was agreed that this form apparently fulfilled the requirements of both Divisions. It was decided that a limited number of these forms would be reproduced for use by the Records Sections of each Division on a trial basis. It was determined that the problem of specifying to the searcher the extent to which variations of certain names should be searched could best be handled by the Divisions internally.

The Committee then briefly reconsidered the problems involved in the carding and filing of various foreign names. It was agreed that a reference source would be obtained which might be used as a basis for evolving a uniform system. It was agreed that there would be further discussion of this matter at the next meeting.

The necessity for a file charge-out slip which would meet the requirements of both Divisions was also considered. The Committee agreed that a draft form of such a charge-out slip would be submitted by each Division at the next meeting as a basis for a discussion from which a standard form could be developed. It was suggested that the proposed form be so devised as to meet the three-fold purpose of file requisition, file re-charge, and file charge-out. (All three of these requirements are necessary to the operations of PSD, while the former two are applicable to the operations of SSD.)

It was decided by the Committee that at the next meeting, discussion would be renewed on the steps to be taken in instituting a file control procedure through a program of periodic inventories. The Committee agreed that a discussion based on past observations would be held so that agreement on the details of such a program could be incorporated in a recommendation for submission to the Director of Security.

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[REDACTED]
Chairman

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COMMITTEE ON RECORDS

The Committee on Records convened on 14 April 1955 with Messieurs [REDACTED] of PSD present. Primary item for consideration on the agenda was the matter of final consideration of the Committee's previous studies and discussions on present charge and re-charge procedures.

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On the basis of conclusions reached it was unanimously agreed to present a proposed revision of present procedures to the Deputy Director of Security (Investigations and Support), Chief, Security Support Division and Chief, Personnel Security Division for their approval.

Present Procedure

1. SSD utilizes for charges and re-charges two forms, SSD Form 7 (Exhibit A), which serves as the request form from the person requesting or re-charging a file. The information is transferred for file control purposes from this form to another form, "Out Card" (Exhibit B) by a Covert Record Section clerk. The "Out Card" is then placed in the file cabinet after removal of the file and serves as the basic control and reference as to the whereabouts of the file.

2. PSD in charging and re-charging PSD files utilizes Form 187 entitled Document Charge Out Slip (Exhibit C) and in certain cases the "Out Card" (Exhibit B). In cases in the EE, AI, general miscellaneous category the "Out Card" is used as in SSD. On subject cases, such as Staff Employee cases, double file jackets are used and Form 187 is inserted in the file jacket, instead of transferring the content of Form 187 to the "Out Card."

Proposed Procedure

1. That the "Out Card" form presently utilized be discontinued and be replaced by a Remington Rand "Armorclad Out Card" with a plastic window (Exhibit D).

2. That SSD Form 7 and PSD Form 187 be discontinued and that a new form proposed by the Committee be approved and implemented. This form (Exhibit E) to be entitled "File Charge Out Slip" is to be executed by the person charging or re-charging a file and delivered to the respective record section, where they will be inserted in the plastic envelope on the Armorclad Out Card.

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3. The new form "File Charge Out Slip" be prepared in pad or tablet form. Because of the different processing steps necessary in handling SSD and PSD files it is further recommended that two different colors of this form be utilized, one for SSD files and one for PSD files. SSD files to be requested and recharged on a white form and PSD on blue.

Advantages of Proposed Procedure

1. The proposed procedures would achieve uniformity in an area where none presently exists. The lack of uniformity is self-evident from an analysis of the content, types and numbers of forms currently and previously utilized by the Covert and PSD Record Sections.

2. Working efficiency in terms of the clerical man hours saved would be increased: 1) The proposed procedure would remove the time consuming step now required of transferring to the "Out Card" (Exhibit B) information for record and control purposes contained on the presently utilized request forms; 2) Less difficulty would be encountered in ascertaining to whom a file is charged because the insert in the Armorclad Out Card, as proposed, would be more obvious than the process now necessary of checking the latest entry on one of 23 lines of the card now used; 3) An area of administrative error would be lessened because the necessity of crossing out on the present card the name of the person to whom the file was previously charged would be removed. Failure to so cross out the name has caused confusion in the Past. This area of confusion would now be removed; 4) The use of two colors of the charge, re-charge slip would allow for quick sorting and routing of requests in the Mail Desk and file ~~control~~ operations of both record sections.

3. The proposed system would achieve improvement in the very troublesome area of file control. Survey of file cabinets designed to check the length of time files have been out for monitoring and review purposes could be more easily and accurately made with the proposed procedure because it highlights for reference purposes the basic information necessary for file control purposes.

In this area it should be noted that the proposed system can easily be converted in the future to a strict control system wherein separate charge and re-charge slips are maintained in control boxes and operated on tickles with follow-ups on files out beyond prescribed periods. In this connection the Committee on Records is in accord but the necessary man power is not presently available to operate effectively such a procedure desirable though it may be.

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4. The proposed regulation should produce economy in lessening the number of forms and providing in the Armorclad Out Card form, one which is permanent as distinguished from the presently used form which requires replacement when its spaces are filled. Inquiries made have resolved any doubts as to availability of obtaining the forms necessary under the proposed procedure.

Recommendations

1. It is recommended that for the reasons advanced, favorable consideration be given to the approval and implementation of the proposed charge and re-charge procedures.

2. If, and upon approval and receipt of forms the procedure be implemented through the device of a Security Notice describing in detail the operation of the new charge and re-charge system and containing an appropriate preface highlighting the evils of improper charging and re-charging and requiring strict adherence to the procedure as defined.

Attachments:

Exhibits A, B, C, D and E

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COMMITTEE ON RECORDS

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The Committee on Records convened on 17 March 1955. Those in attend-

The Committee briefly discussed the proposed search request which is presently being utilized on a 30-day trial basis. It was noted that comments regarding its use have been generally favorable, however, some adjustments in its construction appear likely. It was decided that no corrective action should be taken until the trial period has been completed, at which time a revised draft will be considered.

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The Committee discussed the problems involved in indexing and searching foreign names. [REDACTED] is studying this matter and is attempting to locate a book or brochure on the subject. In the event that this is not successful, he will check with RI to determine the method utilized by them and will report the results of this study at the next meeting of the group.

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Drafts of a file charge and recharge slip were studied and evaluated. A committee of [REDACTED] was appointed to check with RI to ascertain their system of file control and to obtain samples. These will be reviewed in the light of Security Office requirements and reported on at the next meeting of the group.

The final topic of discussion centered around the advisability of establishment of an adequate file control procedure through a system of periodic inventory of all files out of the file rooms and through a recharge system whereby a recharge slip would be ^{54831-775A} sent out for each file retained over an established period of time. The Committee unanimously agreed that some schedule and regular accounting of files is a necessity, however, the consensus of opinion was that prior to setting a system into operation the charge and recharge system must be adopted. This subject will be reviewed in subsequent meetings.

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Chief, Investigative Branch, SSD

11 March 1955

Chief, Clearance Branch, PSD

Committee on Records

Forwarded, herewith, are the original and two copies of the report of the 3 March 1955 meeting of the Committee on Records.

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ENCLOSURE:
Report (3 copies)

SMH:vrj

cc: Chief, PSD ✓

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COMMITTEE ON RECORDS

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The Committee continued its study of proposed methods for standardizing the charge and re-charge systems used in the Records Sections of the two Divisions. As had been agreed at the previous meeting the Committee reviewed the charge-out system and forms in use in another part of the Agency which system utilizes a Remington Rand "Armorolad" Out card with a plastic window in which is inserted a 3x5 charge card, Form 59-96.

An initial survey revealed that the "Armorolad" Out card can be used in both Sections where full-size charge cards are used and that the 3x5 card above could be used where double jackets are used. The "Armorolad" Out card system would be more effective than existing systems in controls, it would expedite charging and re-charging, and would be adaptable at a later date to more stringent control systems.

The system in use and under study during the meeting provided for Form 59-96 to be prepared in duplicate. The Committee feels that the system devised by the Committee should provide for the possible eventual preparation of charge cards in duplicate in order to permit the installation of a file follow-up system. The Committee felt, however, that neither Record Section has the personnel or even the Table of Organization to permit the initiation of a file follow-up system at this time. The Committee agreed to defer consideration of follow-up system for the time being and to continue its study of the pressing problems in the Records operations which problems in decreasing order of adverse impact on the operations are: (1) uncontrolled transfer of files to other persons, (2) the tremendous traffic in files, and (3) the retention by personnel of files not in actual use.

The members of the Committee are to draft suitable 3x5 charge and re-charge cards for consideration at the next meeting.

At the next meeting the Committee intends to re-study the standardized indices check form.

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Chairman

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